

Agenda Item 2d

Consideration of Year 7 (2002-03) Performance Funding Issues: Measure and Standard for Indicator 4 A/B, Cooperation and Collaboration, for Technical Colleges

Staff Explanation: Below and on the following pages are the measure write-up and the report form for Indicator 4AB, Cooperation and Collaboration, for the Technical College Sector. The measure has been refined from that used in Performance Funding Year 6 (2001-02) to collect baseline data. The initial measure was approved by the Committee for use in collecting baseline data during Year 6 (2001-02) on December 13, 2001, and it appears in the Year 6 Workbook Supplement as part of Addendum A on pages 99-103. The substance of the measure remains the same as initially drafted with refinements having been made to definitions that relate to the best practices and determination of whether or not the best practices have been met. Staff and sector representatives have reviewed the measure as proposed here. The recommended standard for the measure proposed herein for Technical Colleges is 80% to 95% for a score of "Achieves" or "2." Performance above 95% would merit a score of "Exceeds" or "3" whereas performance below 80% would merit a score of "Does Not Achieve" or "1."

Recommendation: Staff recommends that the Planning and Assessment Committee recommend the measure and standard for Indicator 4A/B, Cooperation and Collaboration, for the Technical College Sector as presented herein for approval by the Commission.

COMBINED 4A/B:

(4A) SHARING AND USE OF TECHNOLOGY, PROGRAMS, EQUIPMENT, SUPPLIES, AND SOURCE MATTER EXPERTS WITHIN THE INSTITUTION, WITH OTHER INSTITUTIONS, AND WITH THE BUSINESS COMMUNITY

(4B) COOPERATION AND COLLABORATION WITH PRIVATE INDUSTRY

GENERAL MEASURE DEFINITION OF 4 A/B

Indicator 4A/B is defined tailored to each sector. 4A/B is intended to measure sector focused efforts of institutional cooperative and collaborative work with business, private industry and/or the community. Each sector, subject to approval of the Commission, will develop a common measure that will be the focus of the sector for a timeframe to be determined in excess of one year. Standards will be adopted for use in scoring individual institutional performance annually after the first year of implementation.

SECTOR MEASURES AND DETAILS FOR 4A/B FOR EACH SECTOR FOLLOW:
(PRESENTED BELOW IS THE MEASURE APPLICABLE TO TECHNICAL COLLEGES)

MEASURE FOR INDICATOR 4A/B FOR TECHNICAL COLLEGES SECTOR

Explanation: The technical college sector has developed a best practices document as a vehicle to improve the strength of technical college program advisory committees for

consideration for the measure for Indicator 4A/B. The proposed measure is to be in effect for the next three-year period for the 4A/B indicator for technical colleges follows. Staff notes here that, in meetings with representatives of the system as the measure was developed, CHE staff had discussed a general overall concern that the measure as drafted includes what might be considered as minimum/baseline requirements to ensure initially the strength and operation of the technical college advisory committees. In light of this concern, staff suggested that institutions may be able to succeed in reaching these points possibly within a year depending on what is revealed as the starting point from baseline data collected during this cycle. Staff has suggested in that event as a possible consideration that, effective in the second year of the measure or other appropriate timeframe, additional best practices could be phased in that would address quality issues and ensure continued good work of the advisory committees. For example, a mechanism could be implemented to ensure that committees consider feedback from students, employers and alumni as well as information from accrediting bodies or other external data as part of their review of programs. Technical college representatives expressed similar concerns as staff and supported the concept of phasing-in additional points aimed at addressing quality issues related to advisory committee activities if found necessary. Any related recommendation to that effect would be made at a later date providing sufficient advance time for implementation.

4A/B MEASURE FOR TECHNICAL COLLEGES

Strengthening technical college program advisory committees through enhanced involvement of business, industrial, and community representatives. Each Technical College will be assessed as to the strength of their advisory committees by determining the percentage of best practices criteria that are met by an institution's advisory committees. (See best practices guidance and description of measurement details presented below for details.)

Applicability as defined here: Technical College Sector

Technical College Measurement Information

General Data Source:	Technical Colleges will submit to the CHE's Division of Planning and Assessment a report on the total number of Committees and the number meeting each of the criteria. See explanatory notes below for additional description of acceptable data for determining institutional compliance.
Timeframe:	Institutions will report in early spring term (Jan/Feb as determined to be received in time to determine the annual rating) on activities in the previous academic year as of the report. During 2001-02, Year 6, implementation, institutions will be required to gather baseline data for Advisory Committee meetings/activities occurring during the period of Fall 2000, Spring 2001, and Summer 2001. In Year 7, Fall 2001, Spring 2002, and Summer 2002 meetings/activities would be reported for assessment purposes. In Year 8, Fall 2002, Spring 2003, and Summer 2003 meetings/activities would be reported for assessment purposes. In Year 9, Fall 2003, Spring 2004, and Summer 2004 meetings/activities would be reported for assessment purposes.
Cycle:	Assessed on an annual cycle. During Year 6 (2001-2002), the indicator will be assessed as compliance, with reported baseline data due upon

request. After Year 6, the indicator will be scored with a performance report due each spring. (See 4A/B report form for expected reporting.) The indicator as presented here is expected to be maintained over a three-year period (inclusive of Years 7, 8 and 9.)

In Year 6, the indicator was scored as a compliance indicator while definitions were developed and trend data were collected. In Years 7 (2002-03,) 8 (2003-04,) and 9 (2004-05) the indicator will be scored based on standards to be approved based on baseline data collected.

Display: Percentage.

Rounding: To nearest tenth.

Expected Trend: Upward movement is considered to indicate improvement.

Type Standard: Annual performance compared to a defined scale.

METHODOLOGY FOR DETERMINING PERFORMANCE & BEST PRACTICES GUIDANCE

1. Calculation will be based on a set of 'best practices' or improvement standards for strengthening advisory committees.
2. Items considered in a set of criteria for strengthening advisory committees will include demonstration that the first two conditions are met, and a numerical summary score determined as a percentage of all committees meeting the requirements to the total number of committees (see below). The resulting percentage will be used in determining the performance score of '1', '2' or '3.' However, not meeting the first two "must" conditions with a 'Yes' response will result in a score '1' for the indicator regardless of the calculated percentage.

"Must" conditions:

Do all credit degree programs/clusters designed for immediate employment of graduates have advisory committees? _____ Yes _____ No

Does the college have an Advisory Council Manual that includes purpose and procedures for operation of advisory committees and the duties and responsibilities of its members?
_____ Yes _____ No

(Institutions not meeting both of these conditions will receive a score of 1. Institutions meeting these will be scored (possible scores of 1,2, or 3) on the basis of performance reported for the listed 'best practices' guidance below)

Total number of Advisory Committees is _____

For each of these Committees the number of Committees meeting the best practices or improvement standard is to be provided. Performance is to be determined as a percentage calculated using as the numerator the sum of the number meeting each criteria and using as the denominator the total number of committees times the number of criteria. For example,

if an institution reports that it has 15 committees and records performance as 14, 15, 15, 15, 12 and 10 on the following 6 items, the score would be computed as $((14+15+15+15+12+10)/(15*6))*100 = 90\%$.

1. _____ Number of advisory committees that meet at least once a year.
2. _____ Number of advisory committees that provided input to help in reviewing and revising programs for currency with business and industry processes as appropriate.
3. _____ Number of advisory committees that reviewed and made recommendations on the utilization/integration of current technology and equipment in existing programs.
4. _____ Number of advisory committees that provided professional development opportunities, field placements, or cooperative work experiences for students or faculty.
5. _____ Number of advisory committees that provided assistance with student recruitment, student job placement, and if appropriate, faculty recruitment.
6. _____ Number of advisory committees that have completed a self-evaluation of the effectiveness of the advisory committee in its defined role to the institution.

Performance: (a) *Sum of numbers reported on points 1-6:* _____
 (b) *Number of Committees multiplied by 6:* _____
 (c) *Result of (a) divided by (b) multiplied by 100:* _____%

CALCULATION, DEFINITIONS AND EXPLANATORY NOTES

Credit degree programs/clusters designed for immediate employment of graduates:

Associate degrees or associate degree clusters excluding the AA/AS degrees. *See below for additional details.*

Record maintenance and determining compliance: It is expected that each institution is responsible for maintaining evidence of reported compliance of committees with each of the points. Acceptable evidence will include minutes from advisory committee meetings and other data collected as appropriate regarding activities/meetings of the Committees. Data verification could include a review of a sample of advisory committee meetings and documents supporting the compliance report.

It is reiterated that when determining whether Committees are meeting the best practices, documentation such as minutes and other acceptable evidence should be relied on by those determining whether a Committee has fulfilled the requirements of the indicated practice.

Committees and Coverage of Applicable Programs (Associate Level excluding AA/AS):

The CHE Academic Inventory of Programs will serve as the basis for determining associate degree programs. Each program is not required to have its own unique committee. Rather, each program must have an associated advisory committee. Committees may have

advisory responsibilities for one or more programs.

In considering programs that should have associated advisory committees, majors including General Technology Major, Vocational Tech Education Major, and General Engineering Technical Major are not considered.

These program areas are not be expected to have advisory committees because of the nature of the associate programs associated with these majors. These majors as indicated above are used in defining unique programs for students and/or businesses that draw from various program areas that should already have associated advisory committees. Therefore, they would not be expected to have advisory committees. Programs that should be considered in determining whether all programs have advisory committees are all associate degree level programs excluding the general technology programs (general, vocational technical education and general engineering) and the AA/AS programs.

Canceled Programs: Institutions are not expected to have advisory committees for programs that are canceled. A program may be considered “canceled” if the institution has made the decision to cancel the program and formally notified the State Board or CHE (using a letter or cancellation form available from CHE) of the cancellation. Notification should include the date by which the program will be canceled. Note that canceled programs might have “end dates” in the future to provide for completion of the students already enrolled in the program – such cases would not require an advisory committee to exist until the official end date of the program.

Additional Clarification for item 3 regarding whether it is possible that, for some program areas, recommendations related to the “utilization/integration of current technology and equipment” would not be applicable; for example, advisory programs to human service programs: This is likely to apply to all areas, although the type technology may vary. For example, recommendations could relate to utilization of technology in classrooms to enhance student learning, and such applications would be applicable to all areas. Other more technical programs might have different recommendations related, for example, to exposure to technology used in work places that the education training supports.

Additional Clarification for item 4 regarding whether the provision of “clinicals” count as an affirmative for this item: This would be one area appropriately considered when determining whether committees have provided “professional development opportunities, field placements, or cooperative work experiences for students or faculty.”

Additional Clarification for Item 5 – addressing the question as to whether all three areas “student recruitment, student job placement and faculty recruitment” would be required for the committee to meet this item: Committees must provide assistance with student recruitment and student job placement, but assistance with faculty recruitment would be necessary only if it were found appropriate given the needs of programs. If a program has a wait-list for enrollment making Committee assistance with student recruitment unnecessary, the “wait-list” can be used in lieu of evidence that the Committee has assisted in student recruitment.

Please note that if Advisory Committees consider and make recommendations to the school or programs related to recruitment or placement, such activities would “count” in considering a

“yes” here. For example, while evidence of placement may be actual hiring, another type of evidence may be documenting other activities providing an avenue for recruitment and placement of students or recruitment of faculty.

Additional Clarification to Item 6 of the best practices – Self-evaluations should occur at least every 2 years and such activity should be considered if it occurred within the last two years at the time of reporting. Therefore, when reviewing activities of the committee to determine it fulfills requirements of item 6, a self-evaluation should have occurred within the last 2 years, which, for baseline data collected for year 6, that would mean a self-evaluation would have taken place at some point during the 1999-2000 Academic Year through the 2000-2001 Academic Year (i.e., fall 99, spring 00, summer 00, fall 00, spring 01, and summer 01). For data that will be collected for scoring purposes in year 7, that would mean a self-evaluation will have taken place at some point during the 2000-2001 Academic Year through the 2001-2002 Academic Year.

In considering the type of activities that might be appropriate for self-evaluation of the committee or for committee recommendations made on issues It was noted that using a DACUM would be a good process to use by committees, but that a DACUM, in and of itself, could not be considered an advisory committee.

STANDARDS USED TO ASSESS PERFORMANCE

STANDARDS ADOPTED TO BE IN EFFECT FOR PERFORMANCE YEARS 6 (2001-02), 7 (2002-03), 8 (2003-04), AND 9 (2004-05)		
Sector	Level Required to Achieve a Score of 2	Reference Notes
Technical Colleges Sector	<p>A standard of 80%-95% applies in Years 7, 8 and 9 for the measure as defined above.</p> <p>Note: Compliance Indicator in Year 6 as measure is defined and baseline data were collected.</p>	Compliance in Year 6

* If an institution scores above the higher number, a 3 is awarded. If an institution scores below the lower number, a 1 is awarded.

Improvement Factor: Not Applicable, as this indicator is designed to encourage within a limited timeframe increased performance of each institution’s cooperative and collaborative efforts as defined by the sector.

YEAR 7 PERFORMANCE DATA, 2002-03 (will be rated to impact 2003-04 funding)	Institution:
INDICATOR 4A/B: Cooperation and Collaboration, Technical Colleges Sector <div style="background-color: #00FFFF; padding: 2px; text-align: center;"> Data due FEB 7, 2003. Applies to Technical Colleges </div>	Contact Name & Phone:
Performance Timeframe: Report on advisory committee meetings/activities occurring during the period of Fall 2001, Spring 2002, and Summer 2002.	Authorizing Signature:
	Date Submitted:

INSTRUCTIONS:

Indicator 4A/B is defined uniquely to each sector. The technical colleges' measure focuses on strengthening program advisory committees. The report due in Year 7 (2002-03) will be the first report of the measure for scoring purposes. The measure is expected to remain in place in Years 8 (2003-04) and 9 (2004-05) as well. Baseline data were initially reported in Year 6 (2001-02) for purposes of identifying standards and to aid in further measure refinement prior to scoring in Year 7 (2002-03).

Please complete the information below. For a copy of the measure as approved by the Committee, please refer to the current performance funding workbook, pp. ## - ##.

Measure: Strengthening technical college program advisory committees through enhanced involvement of business, industrial, and community representatives. Each Technical College will be assessed as to the strength of their advisory committees by determining the percentage of best practices criteria that are met by an institution's advisory committees. (See best practices guidance and description of measurement details presented below for details.)

METHODOLOGY FOR DETERMINING PERFORMANCE & BEST PRACTICES GUIDANCE

1. Calculation will be based on a set of 'best practices' or improvement standards for strengthening advisory committees.
2. Items considered in a set of criteria for strengthening advisory committees will include demonstration that the first two conditions are met, and a numerical summary score determined as a percentage of all committees meeting the requirements to the total number of committees (see below). The resulting percentage will be used in determining the performance score of '1', '2' or '3.' However, not meeting the first two "must" conditions with a 'Yes' response will result in a score '1' for the indicator regardless of the calculated percentage.

A Few Terms to Keep in Mind:

Credit degree programs/clusters designed for immediate employment of graduates: Associate degrees or associate degree clusters excluding the AA/AS degrees.

Record maintenance and determining compliance: It is expected that each institution is responsible for maintaining evidence of reported compliance of committees with each of the points. Acceptable evidence will include minutes from advisory committee meetings and other data collected as appropriate regarding activities/meetings of the Committees. Data verification could include a review of a sample of advisory committee meetings and documents supporting the compliance report.

Part I.

"Must" conditions:

- | | |
|-----------------------|--|
| _____ Yes _____ No | Do all credit degree programs/clusters designed for immediate employment of graduates have advisory committees? |
| _____ Yes _____ No | Does the college have an Advisory Council Manual that includes purpose and procedures for operation of advisory committees and the duties and responsibilities of its members? |

(In Years 7 (2002-03) and 8 (2003-04) of the measure, institutions not meeting both of these conditions will receive a score of 1. Institutions meeting these will be scored (possible scores of 1,2, or 3) on the basis of performance reported for the listed 'best practices' guidance below)

_____ Total Number of Advisory Committees

*For each of these Committees, the number of Committees meeting the best practices or improvement standard is to be provided. Performance is to be determined as a percentage calculated using as the numerator the sum of the number meeting each criteria and using as the denominator the total number of committees times the number of criteria. For example, if an institution reports that it has 15 committees and records performance as 14, 15, 15, 15, 12 and 10 on the following 6 items, the score would be computed as $((14+15+15+15+12+10)/(15*6))*100 = 90\%$.*

Insert in this box a list of each Committee

- 1.)
2.)
...

Part II.

For each of the committees identified, you must determine whether it meets the best practices listed below. Below, simply insert the total number of committees for which there is evidence to support that it meets the best practice: (Complete this information whether or not the "must conditions" are fully met!)

- | | |
|----------|--|
| 1. _____ | Number of advisory committees that meet at least once a year. |
| 2. _____ | Number of advisory committees that provided input to help in reviewing and revising programs for currency with business and industry processes as appropriate. |
| 3. _____ | Number of advisory committees that reviewed and made recommendations on the utilization/integration of current technology and equipment in existing programs. |
| 4. _____ | Number of advisory committees that provided professional development opportunities, field placements, or cooperative work experiences for students or faculty. |
| 5. _____ | Number of advisory committees that provided assistance with student recruitment, student job placement, and if appropriate, faculty recruitment. |

6. _____ Number of advisory committees that have completed a self-evaluation of the effectiveness of the advisory committee in its defined role to the institution.

To be completed by CHE:

Performance Scoring Note: To assess performance, the totals are to be tallied and then a percentage determined as outlined here. CHE staff will complete this information for you. For additional measurement information, see current workbook pp ###-##.

Performance:

- (a) Sum of numbers reported on points 1-6: _____
- (b) Number of Committees multiplied by 6: _____
- (c) Result of item (a) divided by item (b) multiplied by 100: _____ %

TO BE COMPLETED AT CHE: Date Received _____ Revisions received after this date? Yes or No